

The Maine Department of Education Food Service
All new
Electronic Claim Submittal Process

STEPS TO FILE CLAIM FOR REIMBURSEMENT
District Level Password

1. Go to the SFSR system web page: <http://www.maine.gov/education/sfsr1.htm>
2. Enter ID and password
3. Select the system School Food Service - Reimbursement
4. Select "school detail" from the menu
5. Select "new school detail"
6. Select the school to prepare detail for
7. Enter the information
8. Click "SUBMIT"
9. Return to "District Main Page"
10. At the main menu select claim form
11. Submit a new claim form
12. Enter month and year
13. Enter data
14. Click "INSERT"
15. Notify the legal agent claim waiting for approval

STEPS TO CHANGE THE SCHOOL DETAIL

1. Go to SFSR web page
2. Enter ID and password
3. Select the system School Food Service - Reimbursement
4. Select "school detail"
5. Select "school detail list"
6. Click on the month of school detail you wish to revise
7. Revise information
8. Click UPDATE
9. The Claim form must also be updated!!

STEPS TO CHANGE THE CLAIM FORM

1. Go to SFSR web page
2. Enter ID and password
3. Select the system School Food Service - Reimbursement
4. Select claim form
5. Select claim form list
6. Click on the month of claim form you wish to revise
7. Move down to the end of claim form and click submit to revise
8. Revise information
9. Click UPDATE
10. Notify legal agent for approval